USING PC00_M99_CWTR WAGE TYPE REPORTER TO CHECK PAYROLL

WHY RUN THE REPORT?

As part of running payroll for the state, the BEST payroll team runs reports to check on payroll information. They look at a sample of payroll data from the top, from the middle, and from the bottom to determine accuracy of the current payroll. Obvious errors, such as a person appearing in the top 20 who was not expected to be there, or a person getting a salary lower than normal, are routinely found and corrected. They also look at payroll data across months, to determine if the overall trend is what they expect.

However, since they do this on a statewide level, many inconsistencies can go undetected. For example, a person in one agency may be getting $9,000 more than he or she should. The $9,000 overage may be offset by small, lower-than-normal amounts across several agencies.

To capture and correct more errors, agencies need to run Wage Type Reporter and check the top, middle, and bottom samples for a smaller sample of employees. This job aid is intended to help you set up the necessary SAP reporting to get this job done.

TRANSACTION CODE

Use the transaction code PC00_M99_CWTR to run the Wage Type Reporter.

DEFINITIONS

These definitions will help you with this job aid:

- **Wage type** – Category of earning, deduction, or benefit withholding. Numbered as
    - 1XXX for earnings
    - 2XXX for deductions
    - 3XXX for benefits.
- **In-period view** – Looks at total of all wage types paid within a certain period (how much was in the check for a certain period, even if, for example, part of it was for a retroactive increase)
- **For-period view** – looks at the total of all wage types paid for a certain period, regardless of when it was actually processed
- **Variant** – Customized report layout, including data objects and output. Reports run in the background must be set up with a variant.
- **Layout** – How the data on a report is displayed. You can customize and save a layout to use again and to add to a report variant. You can also use different layouts with the same variant to highlight different report information.
- **Pay interval** – Pay frequency—state employees are paid monthly or biweekly.

- **Matchcode** – Button next to a field that allows you to choose from a table of valid values. If there are more than 500 values, use the procedure later in this document to restrict the values you see.
- **Objects** – Information objects used in reporting. You can select objects for when you run the report, then display a subset of these objects in your final version.
- **Spool** – An area on the server that temporarily stores reports that were run in the background. You will retrieve your reports from the spool, then view, print, or convert them for later use.

WHAT DO YOU NEED TO DO?

Need to

- Set up, test report
    - Use small set of employees at first
- Save report, layout
- Run reports in background for each payroll period
    - Set up report to go to spool only
    - Check results for high, medium, and low groups. Things to look for:
        - People appearing in high, low, and medium groups who were never there before
        - Obvious errors—abnormally high or low amounts
        - New employees—need to double check funding

Optional

- Convert your report information to Excel
    - Share it with other users
    - Save it to monitor month-to-month trends
    - Save it to use for budgeting purposes.

SET UP AND TEST YOUR PAYROLL REPORT

You need to set up your report with a small group of employees to make sure that you have the right information and the right layout. Depending on your needs, you might set up more than one report or layout to extract the information needed for your purposes. Once you have the report with the data and layout that works for you, you will save it as a variant to use later.

PROCESS

1. Choose about 10 employees for your sample. You will need their personnel numbers and salary information to check your report. If you have employees paid monthly and employees paid biweekly, you will need sample groups from each pay frequency.
2. Choose the report objects. Look at existing variants to find one close to what you need. You can modify and save it under another name to fit your needs.
3. Set up, test, and save the layout for your report.

4. Set up, test, and save the variant for your report.
5. Set up one report at a time. Repeat this process to set up a report for your top, middle, and low salary samples.
6. Run your report for the entire department in the background. Check your report and adjust as needed.

PROCEDURE

Choosing Employees for your Report

Choose a sample of about 10 department employees from the low, middle, and high salary groups. You may want to rotate groups every month to get a wider sample. Gather this information:

- Personnel numbers
- Salaries
- Department information
- Personnel area
- Personnel subarea

Choosing Report Objects

Choose the objects that you need to complete your report.

1. Start the Wage Type Reporter.
2. Click the Object Selection button.
3. Highlight the items you want to select in the Available objects column.
4. Click the Right Arrow button to move the objects to the Objects Selected column.
5. Highlight a selection in the Objects Selected column to move it up or down. This controls how your report is laid out and sorted.
6. Click the Green Check button to accept your selections.

Setting up the Report Layout

1. Run the report.
2. Use the layout button and move the columns around, hide or show objects as needed.
3. Name and save the layout.

Setting up the Report Variant

1. Choose a variant.
2. Click the matchcode next to the Report Layout field.
3. Choose the layout you want to use.
4. Run the report. Adjust the layout as needed.
5. Save the new layout under a new name.

Saving the Report Variant

1. When you are done making corrections to the layout the report parameters, click the Save as variant button.
2. Set up the report so it uses all the data you will need. If you have been testing the report with only a small sample, you may need to widen your choices.
3. Name the variant and enter a description. Use some identifier, such as agency name, in the name.
4. Click Save.

Running the Report

How to run in the background, retrieve and print

1. Select your variant.
   a. Click the Get variant button.
   b. If needed, clear your ID from the Created By field.
   c. Click the Execute (clock).
   d. Highlight the variant you want from the list.
   e. Click the Green check button.
2. Run the report in the background
   a. Choose Execute in Background on the Program menu
   b. Choose the output device
   c. Click the Continue button (green check)
   d. Use the buttons on the Start Time popup to select whether to run the report immediately or set a time in the future.
   e. Click the Save button.
3. Check the status, then retrieve your report
   a. Enter SM37 in the Command field on the Easy Access screen.
   b. Click the Execute button on the Simple Job Selection screen.
   c. Choose the job from the list.
   d. Click the Spool button.
   e. Choose the job and click the Print button.
4. Repeat these steps to run other reports.

Converting a Report to Excel

If you need to share the information in your reports, you will probably need to convert the information to Excel. This will make it easier to manipulate the information and to email to others.

To convert the report

1. Run the report.
2. Click the Export to local file button
3. Choose where to put the file
4. Choose a filename.

5. Click OK
6. Click Generate.

Converting a Report to Excel

Wage types are listed on the Wage Types job aid, available on the Beacon University site or you can view them online as needed.

To see wage types for North Carolina online:

1. Click the Matchcode button next to the Wage Type field.
2. Right click on the bottom bar where it says *More than 500 input options*.
3. Click Restrictions.
4. Complete the fields as follows:

Field	Entry
Country Grouping	10 (for United States)
Wage Type	1* to get Earnings wage types 2* to get Deduction wage types 3* to get Benefits wage types
Wage Type Long Text	Optional – Enter the text description of the wage type you are searching for

5. Click the Green check.
6. Double click the wage type you want from the list. For a list of wage types see the wage type job aid.

EXAMPLES OF WAYS TO USE THE WAGE TYPE REPORTER

To check and see which monthly employees in the department are paying for Colonial Life insurance:

1. Choose the variant for your report.
2. Enter the Wage Type 2467 (Colonial Life) in the Wage Type field.
3. Click Execute.

To look at tax deductions for a group of employees:

1. Choose the variant for your report.
2. Click Multiple Selection next to the Wage Type field.
3. Choose a list or a range of wage types.
4. Click Copy.
5. Click Execute.